

Central Idaho Interagency Dispatch

Continuity of Operations Plan

2011

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I Introduction

The Continuity of Operations Plan (COOP) is designed to provide a process for the Central Idaho Interagency Dispatch Center to continue with at least a basic level of service to personnel in the field

during emergencies that require evacuation of the dispatch office. This Plan defines requirements for a temporary facility from which to operate and explains how these evacuation and relocation strategies will be implemented.

II. Purpose

Central Idaho Dispatch serves as the main communication link to fire and field personnel within the Salmon-Challis National Forest and the Salmon and Challis BLM Field Offices. In the event the office had to be evacuated for a prolonged time, due to any level of threat or potential threat, this communication link must remain intact, particularly during the high traffic summer months. A temporary facility and setup must be in place before such an emergency were to occur.

III. Essential Functions

Communication must be maintained with personnel actively engaged in managing wildland fires and other incidents. Therefore, IA Dispatchers are considered essential to the function of the office.

| <i>Priority</i> | <i>Essential Functions</i> |
|------------------------|---|
| 1 | Maintain two-way communications with air operations. |
| 2 | Maintain two-way communications with and provide support to initial and extended attack incidents. |
| 3 | Communicate weather forecasts and information on changing conditions to personnel (both fire and non-fire) currently engaged in field activities. |
| 4 | Maintain two-way communication availability for possible emergency situations. |
| 5 | Maintain support for large incidents, which includes expanded dispatch organizations. |

Staffing Recommendations: Staffing will be based upon incident activity.

| <i>Staffing Minimums</i> | | |
|---------------------------------|--------------------------|--------------------|
| Activity | Floor Supervisors | Dispatchers |
| Temporary Facility | 1 | 2 |
| Moderate | 1 | 3 |
| High | 2 | 4 |

Expanded Dispatch: When an Expanded Dispatch organization is in place during periods of very high fire activity, an alternate location will need to be provided.

IV. Activation & Relocation

A. Decision Process

In the event an emergency requires evacuation of the Dispatch Center, the Center Manager (or Floor Supervisor, if Center Manager is absent) will determine if relocation to a secondary facility is needed and feasible. Upon successful evacuation, the individual with the authority will decide where to relocate the temporary Dispatch facility. It will be necessary to determine if a site in an adjacent building can be occupied or if safety, inaccessibility, system failure or other concerns will dictate an offsite facility. Units will temporarily implement zone dispatching with Duty Officers as contacts for the ICs until Dispatch is established at an alternate location. Contact for aircraft will be the helibases.

B. Alert, Notification and Implementation

1. Evacuation process

- Alert tone: *All stations, Dispatch out of service for evacuation. Aircraft, contact is helibase; ICs, contact is Duty Officer.* If time and safety allow, confirm with all DO's and IC's. Contact airbases and confirm that they will make contact with aircraft and take over flight following.
- Gather IA items:
 - ✓ EMERGENCY COOP KIT in lock-up cabinet
 - ✓ On-call and personal cell phones
 - ✓ Handheld radios in cabinet in hall
 - ✓ SAT phone if available
 - ✓ Incident folders (active)
 - ✓ Snap server in break room
 - ✓ Laptops – at least 2

As time and safety allow...

- Logout or turn off computers
- Gather personal items
- Announce in bathrooms upon exit of Dispatch: *Evacuation in effect*
- Once in assembly area next to generator behind Dispatch office, make contacts with Duty Officers and helibases if unable to contact previously, or go to primary back-up Dispatch Center and make necessary contacts.
- COOP kit that stays in the locker *(see COOP kit, Appendix A):*

2. Floor supervisor...

- Makes certain that the IA items are collected before leaving the building.
- Ensures that all Dispatch employees evacuate safely, including Expanded Dispatch, if it is in place and is located nearby.
- Ensures that radio communications are maintained, particularly for ongoing and potential emergencies, active incidents and aircraft operations.
- Protects vital records.

V. Logistics – Emergency Operations Center (EOC) Alternate Facility

An alternate, short-term Dispatch location needs to be determined. Options: ready room? No radio contact with SZ from ready room. Dispatchers should be able to successfully set up a secondary location, complete checklists and be operational in 15 minutes to meet possible long-term needs.

Review the following list

- 3 Phone lines (numbers labeled on port and on setup list)
- 3 Phones
- 1 Cell Phone – use after-hours cell.
- 3 card tables or other
- 1 computer port active
- 1 10/100 hub (For 4 connections about \$40)
- Internet cables (enough just for set-up)
- Laptop – old, but usable (admin rights)

Review location options - Determine needs.

Basement @ Salmon-Cobalt ranger station, Salmon Airbase, North Fork RD for North Zone
Old Challis Dispatch, Challis work center, Challis, ID (MF & CH RD)
Lose warehouse, NZ control, Microwave would be gone.
Lose Baldy??
Lose T1 line – Baldy can still work (use base station).

VI. Reconstitution/ Deactivation

When it is determined that the Dispatch Center facility can again be occupied, attention must be given to maintaining the same continuous Dispatch communication availability as is required during the evacuation and relocation process. Additionally, the COOP kit (see Appendix) will need to be refurbished as soon as possible.

VII. COOP Planning and Maintenance Responsibilities

- Keep COOP document current – Update annually.
- All dispatch personnel review the COOP - Annually
- Maintain kits for functionality and currency – Annually and following usage
- Alternate locations checked regularly for availability - Annually
- Testing, Training, Exercises – Annually

VIII Appendix – COOP kit

Purpose: To provide the minimum necessary items in order to continue dispatch services in the event of an emergency that would require evacuation of the Central Idaho Dispatch Center office. Two kits are to be maintained, with one located in the Dispatch office and the second in the Dispatch Records Room or in Dispatch?, accessed through the Central Idaho Fire Cache. This kit is meant to support basic, temporary dispatching until a more permanent location can be determined for continued operations or, in the case of short-term evacuation, the Dispatch office can again be safely occupied.

Items:

1 radio
Extra radio batteries
Radio User's Guide
Radio log
Incident folders with fire report/size-up sheets
Pens, pencils
Phone lists
Phone book
Response Area booklet
Emergency Flow Chart flip book
Kit items list (this sheet)

Maybe:

General Message forms
Resource Order cards

Notes: Where to locate kit – onsite, offsite? Should the kit be just for short term, long term? Keep kit @Salmon-Cobalt District office?

- ✓ Simple and clear directions for setting up the room.
- ✓ 1 laptop (switch out weekly to ensure updates)
- ✓ Incident folders (blanks), forms
- ✓ WildCAD Response booklet
- ✓ Phone lists for Central Idaho
- ✓ Local area phone book
- ✓ Three commercial phone directories for kit.
- ✓ 25-watt mobile base radio? (check options w/ Tim)
- ✓ Mob guide
- ✓ Pens, note paper, other office supplies

Keep this reference sheet with kit.